

# Records Management - Cleanup Days

Preparing for Cleanup Days can seem like a large task. Here are some links and tools that might be useful to you as you think about what to tackle first. They are taken from both the [National Records Management Program \(NRMP\)](#) Web site and the [Region 10 Records Management Homepage](#):

- Here is a guide that is used by the National Records Management Program (NRMP) for [Cleanup Days and Records](#).
- Here is a guide called [Records Management Basics](#). It walks you through the steps of identifying a record and assigning a retention schedule.
- If your group will be addressing email records, here is a link to the [Email Quick Reference Guide](#).
- Here is an interactive "[What is a Record?](#)" link that will guide you through determining if a given document should be considered an official record.
- Here is the link to the "[Quick and Dirty Schedules](#)" for a list of the schedules that your Office/Unit most commonly uses. You will be assigning your documents to these schedules to determine when they can be retired to the Federal Records Center and when they can be destroyed.
- Here is the fill-able [EPA R10 In-House Records Destruction Form](#) link.
- Your [Records Management Coordinators](#) are listed on this link and are great resources as well.

Please let us know when you are planning your Cleanup Day and we will create reference cards for your unit. We will also ensure that someone is readily available to answer any questions on your Cleanup Day. We are always available for assistance with records.